



08/10/2020

Re: Provision and Recording of Remote Educational Services

Dear Parents/Guardians of Students with IEPs/504 Plans:

In an effort to provide continuous learning opportunities to students during the COVID-19 pandemic, including students eligible for special education and related services under the *Individuals with Disabilities Education Act* and Section 504, the District is providing remote learning at the start of the 2020-2021 school year. The District's remote learning plan will include virtual instructional sessions to students via third-party remote meeting platforms, such as **Google Meets and/or Seesaw**.

To provide virtual learning opportunities as part of the District's remote learning plan, the District may **livestream and/or record** live lessons during remote instruction to provide identical instructional opportunities to those students participating in remote learning. In addition, the District may deliver educational instruction and specialized services to your student pursuant to his or her IEP or Section 504 Plan as part of **livestreamed and/or recorded** lessons using remote meeting platforms. The use of **livestream and/or recorded** lessons via remote meeting platforms carry potential privacy risks for students. Students will be logging into the remote meeting platforms and engaging with District staff and other students from home. Students and their parents (and possibly other family members) will have the ability to see and hear District staff and *other students* if the instructional services are **livestreamed and/or recorded** in a virtual classroom/group setting on the remote meeting platform. In addition, for students participating in a virtual classroom, group, or individual sessions, the remote meeting platform may maintain, utilize, or disclose student information for its own purposes in line with its terms of service.


Therefore, please note that teachers may **livestream and/or record** their lessons and use remote meeting platforms so students unable to participate live can review the lessons at a later time. As a result, your student may be viewed and/or recorded while participating in class.

If your student is participating in remote learning, please ensure your student is in a quiet location with minimal distraction, and that his or her device is not visible to the public. We note that no virtual classroom, group, or individual session should be recorded, downloaded, or shared in any manner by students or parents. Your student remains subject to the District's Acceptable Use Policy.

If you have any concerns regarding your student's participation in remote learning through virtual meeting platform(s) during this period, especially regarding your student's privacy or confidentiality rights, please contact **Matthew Crowley, Director of Special Education** at **(847)245-8306** or **matthew.crowley@district41.org**.

Thank you for your partnership and patience as we work to provide your student with continuous learning opportunities during this challenging time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Crowley', with a stylized flourish at the end.

Matthew Crowley
Director of Special Education

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