

Online Privacy & Safety Guidance



In a brick and mortar setting, classrooms have safety precautions in place to protect teachers and students. For example, the windows in a classroom door exist to keep all inside visible and safe during the school day. These precautions listed below are like that window in the door except for a virtual setting.

Online Safety

One-on-one: ECASD staff and students should not meet one-on-one in an online meeting. If a meeting must occur one-on-one, the staff member should record the meeting. (Please note, students *may* meet one-on-one.)

Recording: We will ask for consent before recording a meeting. All meetings are stored on secure servers hosted by Microsoft and will not be shared with others.

Location: Students should be in a public location in their home when meeting online.

Personally Identifiable Information (PII):

PII includes information that can be used to distinguish or trace an individual's identity either directly or indirectly. This may include a student's address, date of birth, and specialized programming (ex. Special Education, English Learner, Gifted & Talented, etc.). We are concerned about sharing PII when students meet with our staff online because there are others in the homes that are not students in the class. PII is not typically shared in a regular meeting of a class and does not require electronic permission.

Electronic Permission: If Personally Identifiable Information (PII) will be shared in an online meeting, we will need electronic permission from the guardian of the student. We will only ask this once for each student. Families can use this template to give permission: "I, [INSERT GUARDIAN NAME], give permission for my student, [INSERT STUDENT NAME], to be part of an ECASD online meeting where his/her personally identifiable information (PII) may be shared." The District is working to collect and store this information in ways that prevent families from having to sign multiple permission notices. Please check to see if a family has already provided permissions before requiring families to duplicate their efforts.

Special groups (Special Education, English Learners, Title I, Gifted & Talented): If a special group is meeting, that will likely identify PII for those students. We will need electronic permission for the meeting!

