TOWN OF BEDFORD

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Bedford Public Schools
Video Conferencing: Access and Privacy

March 30, 2020

If you need this document translated, please call your child's school principal - Si necesita este documento traducido, por favor comuníquese con la escuela de su hijo - Se você precisa este documento traduzido, entre em contato com a escola do ses filho - Si vous avez besoin de traduire ce document, s'il vous plaît contacter l'

école de votre enfant - 如果你需要这份文件翻译，请联系您的孩子的学校 - ، إذا كنت تحتاج /تحتاجين
إلى ترجمة هذه الوثيقة إلى اللغة العربية يرجى الاتصال بمدرسة طفلك/طفلتك

Dear Students and Families,

Below is information about how to access Google Meet and Zoom, the two video conferencing platforms that your children's teachers will use. Following the access information is important information about your children's privacy, how the platforms that we have chosen will protect that, as well as steps that you/they may take to ensure their privacy when video conferencing.

Stay well.

Jon Sills, Superintendent

GOOGLE HANGOUTS MEET

To access Google Meet from a laptop or desktop computer, simply click on the link your teacher sent you. The Meet session will open in your browser. It works best in the Chrome browser.

To access Google Meet from an iPhone or iPad, you must first download the free Hangouts Meet app. On Bedford High School student iPads, this app is available in Self-Service. Then you can click on the link your teacher sent you, and the Meet session will open in the app.

To learn more about using Meet, please see the quick start guide here.

ZOOM

To access Zoom from a laptop or desktop computer, click on the link your teacher sent you. The first time you enter a Zoom meeting, you will be asked to download the Zoom client. You can also download it ahead of time from here.

To access Zoom from an iPhone or an iPad, you must first download the free Zoom app. On Bedford High School student iPads, this app is available in Self-Service. Then you can click on the link your teacher sent you, and the Zoom session will open in the app.

To learn more about using Zoom, please see the quick start guide here.

NOTE: When you first enter a video conference, please put your microphone on mute by clicking on the microphone button at the bottom of the screen.

The Bedford Public Schools Video Conferencing Guidelines for Students can be found here.

VIDEO CONFERENCING AND STUDENT PRIVACY

Faculty will use either Google Meets or Zoom for video conferencing with their classes, small groups or individual students. Both Google Meets and Zoom (for institutions that have subscriptions as we do) protect student information and observe FERPA regulations. For additional information please click on the links below:

https://zoom.us/docs/doc/FERPA%20Guide.pdf

https://edu.google.com/why-google/privacy-security/?modal_active=none

IMPORTANT: HOW STUDENTS ACCESS ZOOM

However, in order for students' privacy to be protected when using Zoom, the students MUST access it only through the link that the teacher sends. Should students access Zoom through their own accounts or through a third party program, e.g., social media site, their information WILL NOT be protected.

RECORDING SESSIONS

Teachers may record sessions to be able to make them available to students who are "absent" during the live session. This is an allowable but not an expected practice. IF you do not want your child's participation recorded, then the camera and/or microphone should be "cancelled", which can be done easily on the Zoom or Google Meets screens.

At the same time students or parents MAY NOT record sessions.

BULLYING OR HARASSMENT

The district expects that engagement with video conferencing by all parties will involve appropriate behavior. School rules and legal requirements will be in force regarding any online bullying or harassment associated with video conferencing.

ENVIRONMENT

Ideally, students will be in a quiet space during video conferencing, both so that the student can concentrate on the "class" and so other family interactions are not captured visually or aurally. However, for both students and faculty, we know that such conditions will not always be possible. Two practices may help to minimize "invasions of privacy."

1) if students face their computer with their backs to a wall, the camera will only capture their image and no other family members moving about. 2) the teacher can mute all students until a student wants to speak and then the student can selectively unmute to talk. The student can also add comments via the Chat feature on both platforms.