

Dear Parents / Guardians,

Now that we're several weeks into virtual learning, we continue to explore the best tools for providing education. One tool that we plan to implement is **face-to-face video conferencing**. Staff members feel this will help them "see" students and that face-to-face contact better supports learning. We will still use Google Hangouts / Meets as the platform.

While we make additional video conferencing features available, we want to share some cautions. We are looking for your assistance to ensure these tools are being used appropriately and responsibly by students. Please know that participating in video conferencing is still optional and not required for any student. If you have questions about this, please email your student's teachers or the building principal.

Please be aware of the following:

Note your surroundings: Parents / guardians should be mindful about what family activities would potentially be heard / seen during the students' use of video conferencing. We recommend your students use these tools somewhere near enough where you can monitor, yet private enough to concentrate on their work.

Appropriate dress: Please have students dress appropriately when video conferencing and make sure there are no distracting materials or backgrounds.

Recording conference sessions: There may be some situations when a teacher may want to record. Therefore, here are some guidelines about recordings:

- These recordings will not be publicly available, only shared within the Google Classroom, to a similar section of the same class, or within the BASD Google domain.
- A teacher will announce their intention to record the session giving students / parents / guardians the opportunity to turn off their camera and / or microphone if privacy is a concern.
- Students / parents / guardians, should not take photos, screenshots, record any video, or audio, from these video conference sessions. You do not have permission to do so.

We see video conferencing as one more tool to facilitate learning but not the only tool teachers will use. We thank you for the effort your household has put toward the education of your student(s). Know we are always here to assist; we are all in this together.

Thank you,

BASD Leadership Team