



East Pennsboro Area School District

Our Vision: *World Class Performers and Productive Citizens*

DISTRICT ADMINISTRATION CENTER

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Superintendent of Schools

Acknowledgement of Virtual Instruction Privacy Concern

In the wake of the Coronavirus (COVID-19) pandemic, schools across the Commonwealth and in our community continue to acclimate and “settle in” to this unprecedented state of affairs. Most importantly, we want you to know that the East Pennsboro Area School District remains dedicated to protecting every student’s rights. The main objective of this letter is to outline how the East Pennsboro School District plans to safeguard our students’ rights while simultaneously executing our Continuity of Education Plan.

In response to the COVID-19 health emergency, the district will provide virtual instruction, when appropriate, unless the district receives written notification of a family’s desire to opt out, due to privacy concerns. If a family declines, the district will attempt to develop an alternative arrangement. The district is making reasonable efforts to protect personally identifiable information (PII) found in education records; however, this letter serves to notify families that East Pennsboro Area School District cannot entirely ensure student privacy when utilizing virtual instruction. Live lessons with teachers or other educational professionals may be recorded, and thus, contain student interaction. If you do not consent to these virtual arrangements, please contact the District at clivingston@epasd.org to opt-out of your child’s participation in:

- (1) Live virtual lessons;
- (2) Recorded virtual lessons;
- (3) One-to-one virtual instruction/interaction with a teacher or other support professional; and/or
- (4) Any occasional virtual recording of a student/teacher or student/student exchange.

Of course, the district will not share these recordings or any educational records with anyone who is not a part of your child’s educational interests without written parental consent.

It is important that students and their families understand and/or put into effect the following guidelines for the protection of student privacy:

- The district elected to utilize virtual platforms that qualify as “school officials.” As a result, any information revealed to virtual platforms is solely for legitimate educational purposes.
- To the extent possible, the district asks that only the invited student virtually attend online instruction. Please limit any disruptions to your child’s instruction process.
- Student behavior will be handled in an online education setting in a similar manner to in person classroom settings.
- Students are prohibited from recording sessions or otherwise recording content without District permission. Virtual classroom exchanges may be recorded by District employees as part of instruction, and to provide educational resources to students not in attendance. Students that would like a recording should contact their teacher.
- Students are prohibited from recording other students that may be visible in the virtual classroom.

- If a parent or third party happens to be present when protected information is shared, that person is prohibited from re-sharing the information.
- Any electronic communication with teachers (audio and/or video) must be for legitimate educational purposes only. Legitimate educational purposes include matters relating to teaching, educational support, counseling, athletics, and extracurricular activities.

The Family Educational Rights and Privacy Act (FERPA) is a federal law created to protect personally identifiable information (PII) located in a student's education record from unauthorized disclosure. It is important to note that the district annually distributes a FERPA notice, which provides a comprehensive description of parent and student rights as well as East Pennsboro Area School District's obligations in relation to those rights. This notice remains effective during the COVID-19 school closures. If you would like to review the district's FERPA notice, you can access it on East Pennsboro Area School District's website located at: www.epasd.org. We ask that all members of the school community make every reasonable effort to implement these privacy guidelines. East Pennsboro Area School District thanks you and appreciates your cooperation with the above matters as we work to continue to provide valuable educational opportunities for your student during this challenging time. Please direct any questions about this letter to Colleen Livingston, Director of Special Education at clivingston@epasd.org.

Thank you and stay safe.



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