Video-conferencing gives teachers and students an opportunity to connect and provide valuable information for learning activities. The following guidelines have been developed to ensure productive and safe online communication between teachers and students.

Video Conferencing Program:

- Zoom
- Google Meet (Hangout)
- Instructions for Google Meet can be found HERE
**LPS Staff Guidelines**

- The teacher will create a video-conferencing invitation through Google calendar or by sending individual invitations through GMail, Canvas, or Google Classroom. (K-3 students will not be able to access through email). All students will have access through their school Google account.
  - Links can be shared through SeeSaw and Google Classroom (which is now available K-5).
- A video-conference should only be facilitated with groups of students. Teachers in grades PreK-8 should not host a video-conference with individual students unless needed to meet particular services and accommodations.
  - If a teacher needs to schedule a 1:1 time with a student, they should work with the parent (the teacher is encouraged to contact the parent/guardian) to schedule a time. The teacher may record video-conferences so that they can review the information later if needed. If the meeting is recorded, Google Hangout Meet should be the program utilized due to the storage location and retrieval options.
  - A teacher may ask for additional support, paraprofessional/administrator/another teacher, during conversations when appropriate.
- The teacher will make every effort possible to facilitate the video-conference in a location that is free of distractions, and creates a professional presentation.
- The teacher will review student expectations at the start of the video-conference. Students will be asked to mute their microphones until called on.
  - The teacher should share with the students at the start of each video-conference that students are identified by their student name. Special care should be taken in tweeting or sharing screenshots of meet-ups, including removing any student’s personal identifiable information.
- The teacher will attempt to call on each student during the video-conference and monitor the chat window for questions.
- The teacher may also choose to only offer video-conferencing as a Live Stream. This allows for one way communication, but does allow students to see the group.
- The teacher will use reasonable methods to protect the student's educational record information and personal identifiable information.

**Student and Home Guidelines**

- Parents/Guardians will help their child find an appropriate location in their home to participate in a video-conference. Recommended locations are the kitchen table, family room or other open areas. Parents are welcome and encouraged to sit with their child during the video-conference.
- Students will mute their microphone until they make a comment or ask a question. This reduces feedback noise and talking over each other.
- A student can turn the camera off if they are not comfortable with being seen during the Meet.
- Students can use the chat window to post questions and comments.
**Formal Meeting Guidelines** (IEPs, 504 Plans, Counseling meetings, etc)

- Parents/Guardians need to provide verbal consent for video conferences to be held for the purposes of conducting IEP and 504 Plan meetings.
- A video conference time should be selected that works for all parties involved.

If parents/guardians have questions regarding virtual classroom/video conferencing, please contact your child's building administrator.