

## **MSAD 59 Student Remote Learning Guidelines**

### **Online Learning Platforms and Video Communication Technology Permission Form**

During remote learning MSAD 59 will be utilizing online learning platforms and video communication technology on a daily basis. Some examples, although not exclusive, are Google Meet, Google Hangouts, Seesaw, or Zoom. While we feel that there is no substitution for at school learning and interaction, we also recognize that these times call for alternative methods. These online resources allow teachers to hold video conferences or virtual class sessions with their students.

MSAD 59 will be taking all reasonable measures to preserve your child's privacy.

**Children's Online Privacy Protection Act (COPPA)** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising will be turned off and no personal student information can be collected for commercial purposes. This permission form allows the school to act as an agent for parents/guardians in the collection of the information within RSU 59 context. The school's use of student information is solely for education purposes and will not be shared with any outside party. For more information on COPPA please visit:

<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions-0>

<https://www.ftc.gov/tips-advice/business-center/privacy-and-security/children%27s-privacy>

**Family Educational Rights and Privacy Act (FERPA)** FERPA protects the privacy of student education records and gives parents/guardians the rights to review student records. For more information on FERPA please visit:

<https://www.tptschoolaccess.com/student-view/Njg1MjcyMjgwODIyNjIwMjAtMDktMTFUMDk6MDg6NTEuOTQ2Wg==>

Parents and students are reminded of the following during video conferencing/virtual classes:

- You are on camera as well as everything in your background. This is not an anonymous conference/class. Your voice and video are able to be heard and viewed by all who are participating in the conference/class. Adhere to the same standards of behavior during the video conference/virtual class that you follow in real life in your classroom.
- Be aware of your environment. This includes family members who may accidentally be seen in the background.
- Pick a quiet spot that has a wall in the background to avoid others from interrupting your conference/class. Avoid having a light source behind you.
- No screen shots of assignments will be allowed. Videos may not, at any time, be recorded by anyone other than the teacher and no one may post any recording on any media outlets, including, but not

limited to: Facebook, Instagram, Twitter, SnapChat, etc. Additionally, screen captures, photos, audio recordings, etc. are not allowed.

### **Maine Single Party Law**

#### *Maine Recording Law Summary:*

*Maine recording law stipulates that it is a one-party consent state. In Maine, it is a criminal offense to use any device to record, obtain, use or share communications, whether they are wire, oral or electronic, without the consent of at least one person taking part in the communication, unless the conversation is audible by normal, unaided hearing. This means that in Maine, you are legally allowed to record a conversation if you are a contributor, or with prior consent from one of the involved parties. Me. Rev. Stat. Ann. tit. 15, § 710.*

*This state's privacy laws also forbid the recording or sharing of images obtained illegally. Me. Rev. Stat. Ann. tit. 17-A, §511.*

#### *Personal Conversations:*

- *You may not record, obtain, use or share conversations that you are not a part of without the consent of at least one party.*
- *If you are a third-party and require consent from the parties taking part in the conversation, the Federal Communications Commission (FCC) states that you may gain consent to make a recording by:*
  - *Getting verbal or written consent prior to the recording being made.*
  - *A verbal notification being played before the conversation begins. (For example: "This phone call is being recorded for quality control purposes...").*
  - *An audible beep tone being repeated at steady intervals during the duration of the conversation.*

#### *Penalties:*

*Me. Rev. Stat. Ann. tit. 17-A, §§ 1251, 1301: It is considered a Class C crime to illegally record or share communications, subject to a \$5,000 fine and a maximum of five years imprisonment..*

*Id: Infractions against Maine's privacy law are considered a Class D crime subject to a \$2,000 fine and less than a year in jail.*

- All recordings by the teacher must be made and used in accordance with the Family Educational Rights and Privacy Act (FERPA) and state law. No obscene, racist, or derogatory language or imagery will be allowed by any student, parent, guardian, or MSAD 59 employee while participating in online learning.

**\*Please return a signed copy of the last page to your child's schools' Main Office by Oct 2, 2020.**

**Failure to return will result in the loss of online access.**

**MSAD 59 Student Remote Learning Guidelines**  
**Online Learning Platforms and Video Communication**  
**Technology Permission Form**

\_\_\_\_\_ I acknowledge that I have read and understand the information regarding online learning platforms and video communication technology.

Parent/Guardian Printed \_\_\_\_\_

Name Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name Printed \_\_\_\_\_