



# OXFORD PUBLIC SCHOOLS

*“Sailing Towards Success”*

## Digital Use Notification to Parents

The Oxford Public School District desires to engage students in deeper learning using effective remote learning opportunities. As appropriate, Oxford Public Schools is offering many of these remote learning opportunities using a virtual platform. As students engage in virtual learning experiences as part of their remote learning, the District wishes to clarify expectations around the appropriate use of virtual technologies for educational purposes.

1. Recording conference sessions: Teachers are encouraged to record non-confidential video conferencing sessions and post them for students who cannot attend the live session. For some sessions a faculty member may want to record specific instructional group activities. The following are some guidelines about recordings:
  - These recordings will not be publicly available, only shared within the Google Classroom, a similar section of the same class, or within the Oxford Public Schools Google domain that requires a network account.
  - Faculty 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 of concern.
  - Students/parents/guardians should not take photos or screenshots or record any video or audio from these conference sessions.
2. Students, and where appropriate, parents/guardians, agree to engage in remote educational experiences in a quiet, private area to the extent practicable given the circumstances, in order to minimize background noise and distractions, and to protect the integrity of student engagement as well as student confidentiality.
3. Parents/guardians and other household members who normally are not privy to the day-to-day classroom and group service discussions agree to respect and keep confidential any personal or private information (e.g., disability status) inadvertently discovered about other students due to proximity during our session.

As a reminder, the Oxford Public Schools Acceptable Use Policy applies to remote learning, including school-issued devices and networks. For questions regarding school policies and procedures, please refer to the *OXPS Policy Manual*. For all additional questions, concerns, or inquiries, parties may contact: Kadion Phillips, Director of Technology, at [kphillips@oxps.org](mailto:kphillips@oxps.org) or your child's/children's Principal.

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