September 4, 2020

Dear Millis Road Families:

GCS is reopening for the 2020-21 school year under Plan C, which means that students are learning through remote instruction 100 percent of the time, for at least the first nine weeks. GCS teachers will use a platform called Canvas to engage students and manage assignments.

Some of that remote instruction will take place as "live" learning, where students are learning at the same time using technology such as video conferencing. All video conferencing will be done using a program called Microsoft Teams.

We know that some families will have difficulty participating in the live sessions, because of scheduling, child care or technology issues. Because of this, live lessons will be recorded and posted to allow students to replay them at their convenience. During live instruction, students' faces and comments may be visible and audible during recording.

Parents may choose not to use the video feature during a "live" session that is recorded by the teacher. If you choose to turn off the video feature, the teacher will still hold the session and your child will still be able to view the recorded video at a later time.

If you would like to disable the video feature during a "live" session, you can turn the camera off. For more details, go to www.gcsnc.com/reopening.

In order to maintain the privacy of students who participate in the live sessions and therefore will be recorded, please note the following:

- Recordings will be posted on the teacher's Canvas page and will also be available on Microsoft Teams in the class channel.

- Parents and students are not permitted to record any and remote lessons without prior GCS written approval.

- If parents/guardians observe online instruction, they should do so in a non-disruptive manner.

- To the extent that remote learning opportunities provide access to confidential student information, all participants are prohibited from sharing any confidential student information about other student participants with any and all third parties.

- Students, and where appropriate parents/guardians, agree to engage in virtual educational experiences dressed appropriately with limited distractions given the circumstances, in order to minimize background noise and to protect the integrity of student engagement as well as student confidentiality.

- Parents/guardians and other household members who normally are not privy to day-to-day classroom and group service discussions agree to respect and keep confidential any personal

or private information (e.g. disability status) discovered about other students due to proximity to virtual education.

- Student usernames and passwords should not be shared to ensure student safety.

- Only students assigned to that specific group/class will have access to the video recording. The recordings will not be made public in any capacity.

- Screenshots, pictures, audio/video recording, and distribution of any virtual educational experience are prohibited in order to protect student privacy, proactively prevent potential cyberbullying, prevent the distribution of copyrighted materials, and comply with applicable North Carolina and federal law.

- Students must adhere to all GCS policies, including:
  - EFE Acceptable Use of Technology
  - 3226/4205 Internet Safety
  - JD-P Violations of the Code of Conduct

In addition, GCS will adhere to the NC Electronic Surveillance Act and the Federal Educational Rights and Privacy Act (FERPA), which are applicable to the implementation of the district's plan.

Should you have any questions about the implementation of the district's remote learning plan, or if you need help accessing materials online, please contact your child's school.

Remote learning is a new experience for many of our families and teachers, and we hope that it will become more comfortable with practice. Thank you for your commitment to keep children engaged and learning this fall.

Sincerely,

Jennifer Cooper
Principal
Millis Road Elementary

Transforming Life Outcomes for Students