

## Curriculum & Instruction

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Dear Cabarrus County Schools Families:

On July 23, 2020, the Cabarrus County Board of Education voted to reopen schools in Plan C. In this Plan, students are learning through remote instruction 100% of the time. Both Plans B and C rely heavily on “live” synchronous learning (students are learning at the same time using technology such as video conferencing). Cabarrus County Schools (CCS) will utilize Microsoft Teams for all video conferencing as a part of the Cabarrus County Schools’ [Remote Learning Plan](#). All teachers K-12 will be using a common Learning Management System (LMS) called Canvas to engage students and manage assignments and student work submissions.

The purpose of this letter is to inform you of our plans regarding Remote Learning and notify you of relevant CCS policies and state and federal laws and regulations that are designed to protect students and student privacy.

While students are required to participate in “live” synchronous learning sessions, some students may not be able to participate during the scheduled times due to child-care or other issues. Classroom teachers will be recording their live synchronous lessons for replay by students who are unable to attend a class in “real time.” The primary focus of the video and audio recording will be on the lesson provided. However, due to the interactive nature of instruction in Cabarrus County Schools, students’ interactions and faces may be visible and/or audible in the recordings.

In order to maintain the privacy of students, we are providing notice regarding recordings of synchronous learning sessions:

- Recordings will be posted on the teachers Canvas page and will also be available on Microsoft Teams in the class channel.
- Parents and students are not permitted to record any remote lessons without prior CCS written approval.
- Parents/guardians are permitted to observe online instruction in a non-disruptive manner.
- To the extent that remote learning opportunities provide access to confidential student information, all participants are prohibited from disseminating 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, 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.

- 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) inadvertently discovered about other students due to proximity to virtual education.
- 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 CCS policies, including:
  - 3220 Technology in Education Program
  - 3225/4312/7320 Technology Responsible Us
  - 3226/4205 Internet Safety
  - 4310 Integrity & Civility
  - 4313 Student Use of Social Networking Sites; Blogging and the Internet
  - 4318 Use of Electronic Devices
- 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.
- ***Parents have the opportunity to opt out if you choose to not have your child participate in any “live” synchronous session that is recorded by the teacher. If you choose to opt out, the teacher will still hold the session and your child will be able to view the recorded video at a later time.***

We are required to inform you of the following regulations and ask for your consent for your child to engage in the remote learning experience and to inform you of the following CCS policy, state, and federal laws, including 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. Further, it is our expectation that students and parents/guardians understand and agree to these conditions.

Please contact your child’s school to request the ***Live Recording Learning Opt-Out Form*** if you would like to opt your child out of lessons that the teacher is recording. If we do not receive an Opt-Out Form prior to August 20, 2020, we will assume that you agree to the above conditions and are providing your consent for the lesson to be recorded that may contain your child’s interactions and faces in the class. Lessons will be recorded and posted beginning August 24, 2020.

Should you have any questions about the implementation of the district's Remote Learning Plan, please contact your child's principal or me at [Crystal.Hill@Cabarrus.k12.nc.us](mailto:Crystal.Hill@Cabarrus.k12.nc.us). Please also reach out to us as soon as possible if you anticipate or become aware of any issues with your child accessing the remote instruction provided by the Cabarrus County Schools.

Sincerely,

Crystal L. Hill, Ed.D.