



HOLLISTON PUBLIC SCHOOLS
Office of the Superintendent
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Bradford L. Jackson, Ed.D.
Superintendent of Schools

Dear Parents/Guardians:

As a result of Governor Baker's Executive Order to close down all schools in Massachusetts, we recognize that this is an extremely challenging time for all Holliston students, staff and their families. We appreciate your collaboration and support as we navigate federal and state guidelines with respect to providing educational opportunities during this period of school closure.

We are doing the best we can under the circumstances to help families keep students engaged in their education. To this end, teachers have already begun to engage with students using various forms of video or audio conferencing using tools available through Google classroom or commercially available products such as Zoom or FlipGrid. In order to ensure that every child in the class can participate and/or view a virtual or remote session, the staff member providing the online instruction may record it so that it can be accessed at a later time. With students and families all working from home (and sometimes in close proximity), concerns about student privacy have arisen. We remind all students that school rules regarding student privacy are still in effect, specifically:

Due to privacy concerns and issues surrounding confidentiality, unauthorized use of video, cellular or audio equipment or taking still pictures is prohibited. Video or Audio recording of any individual without their knowledge and/or consent is strictly prohibited and against school policy. Such behavior may receive consequences, including possible suspension.

However, given the unique set of circumstance we find ourselves working under, we also need to establish a common set of expectations among parents/guardians to ensure compliance and confidentiality for all those involved. These expectations can be found on the next page of this letter. **If you feel you are NOT able to comply with these privacy expectations, please email Mr. Dan MacLeod, Holliston's Director of Technology and Digital Learning, at macleodd@holliston.k12.ma.us no later than 5PM, Friday, April 3, 2020.** Please note that if you do not agree to the provisions, your child will not be able to participate in any of the virtual or remote learning opportunities being offered. Without virtual and/or remote learning, your child's learning opportunities will likely be significantly limited.

These privacy expectations are important so all members of our Holliston education community can feel safe while participating in this new Remote Learning experience. Thank you for your understanding.

**Holliston Public Schools
Holliston, Massachusetts**

**Consent for Online Participation
and
Privacy Expectations**

The cooperation of students and their families is essential to ensure the safety and privacy of all students involved. Unless you notify the Holliston Public Schools otherwise, by allowing your child to participate in virtual education sessions conducted by employees of the Holliston Public Schools, you agree to the following:

- 1. I give consent for my child to participate in virtual and/or remote groups through the Holliston Public Schools.*
- 2. I understand that my child's participation in the group is voluntary and is meant to continue his/her access to educational opportunities during this period of school closure.*
- 3. I understand that the confidentiality of all involved students and their families must be respected at all times. I will not share any impressions of other students and/or their families with anyone. In the event that private or confidential information is obtained while my child is participating, I will not disclose it to anyone.*
- 4. I consent to allowing the Holliston Public Schools to record the session(s) and use the recording for educational purposes. I understand that personally identifiable information about my child, including his/her image, voice, name, and/or writing will be captured in any such recordings.*
- 5. I agree not to record the sessions or disseminate and/or disclose information or materials made available to my child during the sessions.*
- 6. I agree that I will not participate in the session(s) and will not interrupt the teacher during instructional time or engage in disruptive, destructive, or threatening conduct.*
- 7. I acknowledge and agree that failing to comply with any and all of the above provisions may preclude my child from participating in future group educational opportunities offered remotely or virtually during this period of school closure.*