September 8, 2020

**Student Confidentiality During Remote Learning**

Dear Parents/Guardians,

We hope that the start of the school year has been as smooth as possible for both you and your student(s). Over the last several months, the School and staff have worked very hard preparing for the start of school and the move to virtual learning. As you know, students are participating in virtual classrooms, watching recorded lessons, and engaging in other aspects of remote learning. While participating in a virtual environment, student images and interactions may be recorded and observed by teachers, instructors, and others while the camera on the Chromebook is activated.

A confidential education record is generally defined as a record directly related to that particular student and maintained by the educational institution. The determination of whether a record is directly related to a student is often a case-by-case decision. A recorded classroom may not be “directly related” to any students depending on the situation. Any recordings will be stored securely behind our protected firewall. However, it is your responsibility to turn off the Chromebook’s camera if you do not want images captured. Please feel free to contact your teacher and/or school director with any questions or concerns.