

# CRCSD's Guidance for Video-Conferencing

During this closure, we would like to provide guidance on how to meet your students' social and emotional needs. First, it's important to note that these are options for you and contacting students at this time is not district expectation. Second, we are still using the DE guidance that eLearning is not an option for credit attaining high school courses and instruction cannot take place PK-12. If this guidance changes, we will communicate a larger, more robust plan with strategies and how-to's of teaching online. Third, this is for connecting on a broader, more social and emotional way with your students.

Please also remember that not all of your students may have access (a device or adequate internet) to view and/or interact with you in this manner. If you choose to create an online experience to connect with your students, please make contingency plans for those students that do not or cannot participate. Examples of this would be follow up mailings or phone calls.

Here is a continuum of options for contacting students:

1. Email
2. Phone/voice
3. Recorded Video
4. Video Conferencing
5. US Mail

## Rules of the Road:

If you elect to use video conferencing with your students, please keep the following guidelines in mind:

- Develop a plan to connect with **all** of your students, including students who cannot or elect not to join the video conferencing session.
- For the safety of both students and teachers, avoid video conferencing one-on-one with students. If there is a special circumstance, get approval from your principal and seek explicit parental permission from parents/guardians before initiating the conference.
- Do not post links to video conferences on any public website or social media due to the potential for hacking or outside individuals gaining access to students and student information.
- The teacher must always be the last person to hang up at the end of a video conference. This ensures the conversation will not continue unsupervised.
- Be sure to share the continuum of privacy (below) with both parents/guardians and students (with instructions for students on how to set privacy) before the session begins.

## Tools for Video Conference:

We recommend using Google Meet for video conferencing with students and parents due to our data-sharing agreements with the company.

## Tips for Getting Started with Google Meet

Here are [Google's tutorials for how to get started with Google Meet](#). This includes how to use Google Meet with Gmail, Calendar, and Classroom. Reach out to the technology help desk (call -- 558 2900 or email [helpdesk@crschools.us](mailto:helpdesk@crschools.us)) if you need assistance. Teachers are to record the

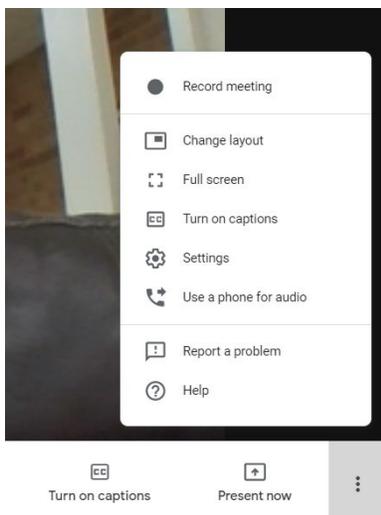
video conference for the purposes of sharing with those students who are not able to attend the live video conference.

### Set up your home for video calling:

Find a location with a strong WiFi signal, find a clear background and ensure plenty of natural light. When using a webcam, turn your camera off to reduce lag. If you are in an area that you're not comfortable sharing with others, please turn off your video as you log in.

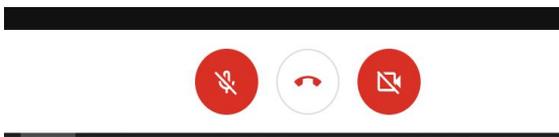
### Educational Setting:

This is an educational setting. This means as you log into these environments remember that school expectations still are in place. This means appropriate dress, language, and interactions with teachers and students. Here are the [ABC's of video conferencing](#) that will allow a teacher to set norms, expectations, and routine in his or her virtual environment. Teachers are to record the video conference for the purposes of sharing with those students who are not able to attend the live video conference.



### Continuum of Privacy Settings:

1. Most Restrictive: You choose not to participate in the opportunity.
2. You choose to join the experience but your mic and video are turned off.



3. You choose to join the experience but your video is turned off.



4. Least Restrictive: You choose to have your mic and video open for others to see.



*If you choose to provide video conferencing experiences with your students, then you MUST share this continuum with your parents and students.*

**Unable to Participate:**

We know there are multiple reasons one may not be able to participate. Teachers are to reach out to the students that are unable to participate via telephone. Teachers are to record the video conference for the purposes of sharing with those students who are not able to attend the live video conference. For those students who are unable to participate, you must choose one or more of the following options to connect with the students:

Here is a continuum of options for contacting students:

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**For Teacher Reference:**

Communication from the Iowa BOEE

*Communicating with Students*

*As schools are currently closed across the state and educators may be communicating in new ways with students, colleagues, and parents, the Board of Educational Examiners would like to remind practitioners to be mindful of the Code of Professional Conduct and Ethics. These ethical principles remain in effect, even as educators are currently operating in different contexts.*

*The Board urges licensees to be transparent in communication with students during this time, and mindful of how our current public health situation may require some adjustments in how education professionals relate to those they serve. Best practice is to communicate with colleagues whenever possible regarding any ethical questions that come up during this time.*

**State Code:**

[Code of Professional Conduct and Ethics](#)

**Cedar Rapids Community School District:**

[Employee Use of Social Media \(Regulation 506.12\)](#)