

CONSENT FOR CONTINUED EDUCATIONAL OPPORTUNITIES

ALTERNATIVE EDUCATIONAL PLANS

March 30, 2020

The following are the terms and conditions for the delivery of our Continued Educational Opportunities for the district's PPS Distance Learning Plan.

I understand that my child may be receiving any group lessons through video or teleconferencing as part of his/her PPS Distance Learning Plan. By accepting the PPS Distance Learning Plan, and unless I send you notice of my disagreement as set forth below, I agree as follows:

1. To whatever extent possible, I will make arrangements that my child participate in those lessons in a private space where, other than a parent/guardian, no other individual has access to or is present during the period of instruction. I understand that the purpose of this is to seek to avoid any third parties from obtaining, even incidentally, any personally identifiable information about any other child.
2. I have received a set of Guidelines for Alternative Education and agree that I will do my best to comply with those Guidelines (included with this document).
3. I understand that as my child participates in the Alternative Education Program, I may see, hear, or be exposed to confidential and personally identifiable information about students other than my own child. I understand that student confidentiality must be respected at all times when participating in distance learning. I acknowledge that it is my responsibility to respect the privacy and confidentiality of this information about all students other than my own child. I agree to maintain the confidentiality of all information that I may obtain about any students other than my own child. I will not access, use, or disclose any confidential information of any student other than my own child. I agree I will not record in any way any portion of any group lesson.
4. I understand that in the event that my presence during any lesson causes any disruption of the educational process, this may impact my child's ability to participate in the alternative learning. I understand that staff reserves the right to terminate my child's participation in an alternative learning session if at any time the staff determines that my presence, that of my child, or any third party or activity, interferes with the delivery of instruction or causes a

disruption of the educational process during the distance learning session. If a session must be terminated for this reason, the district can determine alternative means to provide the learning opportunity.

5. I understand that in the course of the provision of group lessons, personally identifiable information of my child may be disclosed to undetermined and/or unknown third parties. Those individuals include the parents of other children receiving the group lessons as well as other individuals who may be in the space where the child is receiving the distance learning lesson. I understand that the Westport Board of Education has no control over the potential disclosure or dissemination of this information. I hereby waive any claims and actions of any kind against the Westport Board of Education, its agents and employees, for any such disclosure of my child's confidential information and/or personally identifiable information, including claims under FERPA, as set forth herein.

By your child's participation in this plan, you are agreeing to the terms and conditions as described. If you disagree with these terms and conditions, you must provide us written notice of your disagreement. You can provide us with that written notice by sending an email to each of your child's service providers that you wish to opt out of any group sessions (an example of such an email to send to each provider is given, below). If you are in disagreement, the PPS Distance Learning Plan will not be provided to your child and the district will determine a different means by which to address your child's educational needs.

We look forward to working with you and your child during this difficult time. Please address any questions to Ann Leffert, Interim Director of Pupil Personnel Services, at aleffert@westportps.org.

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Example email to ANY service provider that you wish to opt your child out of group sessions with:

**I wish to opt my child \_\_\_\_\_ out of any group sessions**

**recommended by the following service provider: \_\_\_\_\_**

**due to concerns about confidentiality.**

## GUIDELINES FOR ALTERNATIVE EDUCATION

- During the period of school closure, the Westport Public Schools will be implementing some of your child's education through group video conferencing using *Google Meet*.
- These services may be provided in a group setting with multiple students participating in the video conference.
- Student names and video images will be visible to the teacher and other participating students.
- Parents are encouraged to have their students participate via a location that is quiet and free of distraction, to the extent possible.
- Other individuals in the home are not permitted to participate in or be visible on the video conference, or otherwise observe the lesson, other than reasonable adult supervision of the student.
- Parents and students are prohibited from recording video conferencing sessions.
- All individuals shall comply with relevant Board of Education policies, including but not limited to those concerning the confidentiality of student records and acceptable use of district computer systems, which policies can be accessed at <http://z2policy.cabe.org/cabe/Z2Browser2.html?showset=westport>.