

Distance Learning for All

Video Conferencing Best Practices



The platforms mentioned in this guidance document are managed within the district, so appropriate record-keeping measures are in place to protect both staff and students according to [FERPA](#) and [Oregon Guidance](#).

Context	Best Practices	Recommended Method	Links
1. Delivery of Instruction			
Instructor recording themselves for the purpose of delivery of content. Student can view video when convenient.	<p>Asynchronous digital learning is the recommended and most equitable method for delivery. Asynchronous digital learning also allows the instructor more control of the learning environment. Efforts should be made to not require synchronous environments.</p> <p>However, should an instructor choose to record a live session, incidental recording of a student's voice or name is permissible. No personally identifiable information may be disclosed (race/ethnicity, disability, protected class, student ID, date of birth, etc.).</p>	Screencast from PowerPoint or OneNote. Upload to Schoology.	How to upload a video lesson to Schoology
2. Office Hours			
Instructor holds "office hours" at a scheduled time to allow guided practice and discussion of content with students using a video conferencing platform.	<p>Teacher/Staff Best Practices Best Practices for Students</p> <p>*If only one student is in the conference after 5 minutes, move to the guidance in #3 (one on one).</p>	<p>Three options:</p> <ol style="list-style-type: none"> 1. Conference in Schoology Course 2. Conference in Schoology Group (Specialists can set up groups in Schoology for students when courses or sections are not an option.) 3. Set up a meeting in Microsoft Teams. 	<p>How to create a video conference in Schoology Course</p> <p>Video Conferencing Directions for Students</p>
3. One-on-One			
<p>Staff conferences one-on-one with student for the purpose of problem solving, to review material or to provide specially designed instruction. This should never be recorded.</p> <p>(Those staff engaging in telehealth or counseling may need additional parental consent to engage in one-to-one sessions with students.)</p>	<p>Avoid prolonged 1:1 contact when possible. Arrange for an additional staff member to join the conference as a conference support staff member. The conference support staff member could also provide interpretation.</p> <p>Teacher/Staff Best Practices Conference Support Best Practices Best Practices for Students</p>	<p>Microsoft Teams chat, email, or Schoology message to arrange time.</p> <ol style="list-style-type: none"> 1. Conference in Schoology Group 2. Set up a meeting in Microsoft Teams. 3. Zoom Pro (Student Services Only)* 	<p>How to set up a meeting on Teams (with email address)</p> <p>Dialing out from a Teams meeting so other people can join</p> <p>Requesting a conference with interpretation</p> <p>Scheduling a Zoom Meeting*</p>
4. Formal Meeting			
IEP, Eligibility, 504, or other student-specific meeting involving others outside RSD email system. Personally-identifiable information will be discussed.	<p>Meeting is scheduled and invitation created and emailed to parent with directions for joining the meeting by phone or video.</p> <p>Teams may consider having one staff member facilitate the technology for the meeting and another staff member facilitate the conversation.</p>	<ol style="list-style-type: none"> 1. Set up a meeting in Microsoft Teams 2. Zoom Pro* 	<p>How to set up a meeting on Teams (with email address)</p> <p>Dialing out from a Teams meeting so other people can join (i.e. using parent phone number)</p> <p>Requesting a conference with interpretation</p> <p>Scheduling a Zoom Meeting*</p>

* HIPAA/FERPA compliant Zoom Pro licenses for special educators, school counselors and social workers.

Teacher/Staff Best Practices

- Check surroundings before starting the conference.
- Mute camera and video upon entry.
- Never record the conference.
- Ensure that you have a conference support staff member on the call with you.
- Introduce the support staff member and explain the purpose of the session.
- If support staff member is acting as your interpreter, please remember:
 - Pause after 3 – 4 sentences to allow for interpretation.
 - Always address the student.
 - Remember everything you say must be interpreted.

Conference Support Staff Best Practices

- Mute upon entry and keep camera off unless asked to participate more actively by the teacher.
- Before the session starts, send a chat that states:
 - My name is XXXX and I work for Reynolds School District. I have been asked to join this call as a support to your teacher. Please let me know if I can help in any way.
- Only take notes if asked.
- If you are interpreting, please follow RSD Interpretation protocols for consecutive practices.

Best Practices for Students Entering a Video Conference

Students who do not follow these agreements and expectations may be asked to not attend video conferences (suspension) or be subject to other disciplinary actions.

AGREEMENTS ATTENDING A VIDEO CONFERENCE <ul style="list-style-type: none">• Dress as you would for school• Be on time if invited to a meeting or attending open office hours• Turn the mic off and camera off before joining the meeting• Check your surroundings before joining the meeting (e.g., do not display inappropriate items/images in the foreground or background)• Keep the microphone off if you are not talking• Keep the camera off if there are distractions around (the camera can see everything)• Avoid eating• Avoid multitasking	COMMUNICATION EXPECTATIONS: <ul style="list-style-type: none">• Always re-read before sending any emails or chats• Use proper punctuation, spelling, and grammar• Be respectful• No internet slang or abbreviations• Be professional• No shouting (using ALL CAPS)• Keep conversations relevant and on topic• No joking about sensitive topics
DISTANCE LEARNING EXPERIENCES <ul style="list-style-type: none">• All distance learning applications and experiences are for Reynolds students.• Do not share passwords, course codes, meeting links, or any other information that gives non-Reynolds students access to our online content.• Do not attend any school-related videoconferencing to which you have not been invited.• Students must use always their real first and last names. Creating any fake or spoof accounts is prohibited.• Students must not share information with anyone outside that same period.• Students must not record sessions or other students without permission.	COMMUNICATION TOOLS <ul style="list-style-type: none">• All school-related communication must be done with your RSD account. Students will be communicating with teachers and classmates using tools including, but not limited, to:<ul style="list-style-type: none">◦ Outlook Email◦ Schoology Messaging◦ Remind◦ Teams• Please do not use your personal phone to contact teachers.