

Virtual Classroom Guidelines for Privacy and Security

The Board's Privacy Office created this fact sheet to support educators, students and families to teach and learn in virtual environments including the HUB and MS Teams with privacy in mind. Students and their families are required to follow these guidelines when participating in both "live" (synchronous) classroom activities and those that allow students to contribute as they are available (asynchronous classroom activities.) **Educators will monitor classroom activities to ensure these align with HWDSB's expectations for privacy and information security and address any concerns directly with students and their parent/guardian, as appropriate.** Failure to respect these guidelines may result in a suspension of online classroom privileges.

- ⇒ **HWDSB platforms are preferred:** these have been reviewed to ensure they meet the legal requirements for school board activities. Teachers will inform parents/guardians before an account for students is created in a new web app. Parents/guardians are advised to take this opportunity to ask questions and voice concerns about the new app.
- ⇒ **Recording and screenshots are not allowed!** Educators can only record online learning activities for pedagogical or evaluation purposes and will not do so without prior notice to participants. No one can take screenshots or use another device to record classroom activities without asking first. Unauthorized recording or copying of teaching and learning materials, classroom chats or discussion forums, and others' personal information including photos or videos violates HWDSB policies and potentially copyright laws.
- ⇒ **Keep your personal privacy in mind when choosing where to sit during videoconferences and when taking photos or videos:** you are inviting school into your home when you videoconference or take a photo or video to share, so be mindful not to share private spaces like bedrooms, personal effects such as photographs, or other details you wouldn't normally share with other teachers and students. Participate from shared spaces like a home office, kitchen, or living room if you can.
- ⇒ **Can others in my home join in?** Educators will ensure others in their home do not "sit in" on "live" classroom activities without informing students and parents/guardians as they would for guest speakers in the school. Parents/guardians must exercise discretion when supervising students' online learning and try to keep other children or pets in the home from interrupting whenever possible. Parents/guardians who incidentally learn personal information about other classmates while supervising their student online must keep these details confidential.
- ⇒ **Avoid increasing digital footprints!** Teaching and learning online should not lead to more online exposure of personal information. We ask parents/guardians to support students in making informed decisions about what to share online and with who, be cautious about free apps that trade privacy for convenience, and consider using made up names or first name, last initial when creating accounts, avoid faces in photos, and read the "fine print" before agreeing to terms of service.

As your Privacy League, we want to remind everyone that **HWDSB's Code of Conduct and Responsible Use of Digital Technology Procedure** continue to apply.

We all must lead by example and constructively participate in online activities with these policies in mind!



Questions? Contact Christi Garneau, Privacy & Information Management Officer, at privacy@hwdsb.on.ca