Family Guidelines For Protecting Student Privacy
And Security During Distance Learning

1. EDUCATE YOUR KID
   - When it comes to cyber security, kids are often one of your family's weakest links. Teach kids about suspicious activity online and encourage them to ask for help if something seems unusual.
   - Install security software that helps keep kids from clicking on the wrong links and visiting the wrong sites.

2. KNOW THAT PRIVATE MAY NOT BE PRIVATE
   - Beware of signing up for an app or other technology advertised as "free." It might cost you money down the road, so be careful about providing credit card information when signing up.
   - Many apps have privacy policies which disclose that the apps collect and share information about your child. Kids and many adults often accept these policies without reading them.

3. HOW TO PROTECT MY STUDENT'S PRIVACY WHEN THE TEACHER IS USING DIGITAL TOOLS FOR TEACHING
   - Find out how secure the site is. Does the URL begin with "https"? The "s" on the end of "http" means there's an extra layer of security on the website. Be sure that "s" is there both before and after your student logs into the site.
   - Do a password check. Pretend your student has forgotten his or her password. Does the site display the password or email it to him or her? If so, the password is not securely protected.
   - Check sharing settings. If kids are creating websites, sending messages, or creating other shareable content online, make sure the privacy settings are correct. Students (and teachers) might be sharing more than they think.

4. DO NOT RECORD STUDENT INFORMATION
   - Staff, parents/guardians, and other students are prohibited from recording, sharing, or posting any part of an online learning class that depicts student images, voices, work, or confidential information.
   - Maryland law requires consent from all participants to record classroom sessions. Students under age 18 cannot legally consent.
   - When you aren’t video conferencing, consider covering the webcam to protect disclosure of other activities in your home.

5. MINIMIZE STUDENT DISTRACTIONS
   - If possible, choose a quiet location for live sessions, with minimal distractions, such as a television or radio playing, or background posters that may be offensive.
   - Family members should not observe or participate, except if necessary to enable their child to access instruction.
   - If other people are nearby, make sure they are properly dressed, do not talk too loudly, and do not distract the child or their classmates, or mute the microphone feature on their device.

6. REMEMBER THESE RULES
   - All City Schools technology must be used for educational purposes only and in accordance with applicable laws, as well as City Schools’ policies. Communicating, or downloading inappropriate content such as hateful, pornographic, obscene, lewd, racist, or sexually explicit images, text, or audio is prohibited.
   - If possible, three or more people should participate in live online instruction, and parents/guardians should provide approval for any required one-on-one student support.
   - Electronic student records, like other student records, are governed by federal and state privacy laws. Educational privacy rights are summarized in the annual notice provided by City Schools to parents and guardians, as well during student enrollment. Parents/guardians who wish to opt-out of using online platforms, such as Google Classroom or Blackboard Collaborate, should contact their school principal.
   - Remember that the City Schools Student Code of Conduct applies to distance learning. Students must dress appropriately for live sessions and act consistently with classroom expectations.