

LEGAL RULES *(In English)*

1. **Recording of Class on Zoom by Teacher.** Teachers (or other educators who provide online instruction) may record a class on Zoom for various educational purposes including to make the content available to students in the class (for review or for students who missed the class). Other OUSD employees involved in a class on Zoom (e.g., paraeducators, instructional support specialists, other classified or certificated staff) may only be recorded with their permission.
2. **Sharing by Teacher of Recording of Class on Zoom.** Teachers (or other educators who provide online instruction and record it) may only share a Zoom recording of a class as follows:
 - a. With other educators at the school or within OUSD who have legitimate educational interests in the student;
 - b. With other students in the same class so long as the recording (or part of the recording) does not feature/focus on a student or students or reveal personal or private information regarding a student or students.
 - c. With anyone else after receiving written family permission from each student featured in the recording.

Sharing of recordings that don't contain any student information (either pre-recorded with just the teacher or recordings that don't show a student's face, voice, or name) are permitted without limitation.

3. **Recording of Class on Zoom by Student or Family Member.** Under Education Code section 51512, Students and family members may only take an audio or video recording of a class (or any parts of a class) on Zoom if they have first obtained written permission to do so from both the teacher and the principal.
4. **Interactions with Teacher/Other Students during Class.** Family members may observe their own child during a class on Zoom from off screen and are asked to inform the teacher if possible. However, family members should not interact with the teacher or other students, except to briefly address time-sensitive technical issues, and only where not disruptive. Any concerns regarding a teacher's teaching or student's learning must be raised outside the Zoom class.
5. **Familial Support for Children during Class.** Family members may support their own child during a class on Zoom provided that such support does not take their child away from instruction, and so long as the support is not otherwise disruptive of how the teacher is teaching the class.
6. **Examples:**
 - a. A seventh grade science teacher completes a lesson on cellular respiration in plants, and asks whether any students have questions. A student is struggling to understand the concept, but does not raise their hand. The student's guardian is observing from off screen, having previously informed the teacher of this observation. The guardian should not interrupt the class to inform the teacher that their child has questions. Instead, the student or guardian should email the teacher after the class to ask questions and request additional support
 - b. A third grade teacher shows a set of six math problems on the screen and directs the students to mute their mics and take five minutes to write them down and answer them on a piece of paper. The guardian of one student is observing the class from off screen, having previously informed the teacher of this observation.

That student is struggling with one of the math problems. The guardian may help the student so long as that help is within the allotted five minutes and the student's mic is off.

- c. A fifth grade teacher is taking a verbal roll call of the class. The guardian of one student is observing the class from off screen, having previously informed the teacher of this observation. When the teacher calls that student's name, that student has stepped away. The guardian may respond to indicate that the student has temporarily stepped away from the screen but will return.
- d. A fourth grade teacher is teaching a lesson about fractions. The principal has previously given all teachers permission to record all lessons. During the lesson students ask questions and the teacher asks a couple of students to share their work. The teacher is permitted to share the recording of the entire class via Google Classroom so that only students in the class have access to it.
- e. A second grade teacher is teaching a lesson about math to a group of three struggling students. Because this recording focuses on/features these students, the teacher may only share the video with other educators who have legitimate educational interests in the student (e.g., the teacher may share the video with the students' prior teacher to ask for support).
- f. A sixth grade teacher is teaching a lesson about self-identity. The principal has previously given all teachers permission to record all lessons. During the lesson one student shares how the divorce of their parents influenced their identity. The teacher may only share the video with other educators who have legitimate educational interests in the student--e.g., a master teacher from whom the sixth grade teacher is seeking support.

BEST PRACTICES *(In English)*

1. **Posting Zoom Meeting Information.** Teachers should not post information regarding their Zoom meetings on a publicly accessible webpage. This is best accomplished via email or an existing password protected webpage like Google Classroom or Seesaw.
2. **Password Protecting Zoom Meeting.** All zoom meetings should have passwords embedded, and be shared only with the students in the class, to ensure that no outsiders join the meeting.
3. **Waiting Room.** The waiting room feature should be enabled for every zoom meeting. This allows the teacher to identify each participant before allowing them entrance into the room.
4. **Screen Share.** The default setting for screen sharing should be host only. A teacher can then temporarily allow other participants to share if necessary.
5. **Chats.** The default setting should be to turn off the chat feature. A teacher can then temporarily allow **public** chats if necessary. At no point should private chats be enabled.
6. **Breakout Rooms.** Teachers may place students in breakout rooms, which the teacher may enter at any time. Teachers should enable settings to allow students to leave the breakout room and return to the main meeting room whenever they wish.
7. **Zoom Bombing.** In the event of a "Zoom bombing" incident, the teacher should either (i) identify and remove the "bomber," if possible, or (ii) if not possible, end the meeting. The teacher should then address the situation with students and families, and follow up with IT and Legal, as appropriate.