

## FERPA Notice for Virtual Education

During this difficult time, the Carbon Career and Technical Institute is committed to making a good faith effort to provide continuity of education, planned instruction, and appropriate and reasonable services for students while our school is closed due to COVID-19. One method of providing instruction, counseling services provided by school counselors or third parties with whom CCTI contracts, related services, and specially designed instruction, to the extent it is appropriate, is through video conferencing and other virtual/online platforms. CCTI has made reasonable efforts to ensure that such conferencing is confidential and access is limited to students in the assigned groups. However, some of those services may be provided in a group format and when this occurs, students will be able to see other students in the group. In addition, CCTI is unable to control who else may be in the room in which a student is receiving these services remotely, including but not limited to other family members, who may observe the session, who the other students are in the group and what they are doing.

Therefore, CCTI expects that all families will review and implement the following guidelines and expectations to help us to ensure the confidentiality rights of all students are protected during instructional methodologies which will include group communications, and/or video conferencing.

1. CCTI, parent, or any other person within the home at the time the student is receiving services remotely shall not make or maintain recordings of the course content or classroom activity or other group communication that is conveyed via the virtual attendance services.
2. Parents shall make every effort to ensure that no one other than the student scheduled to participate in a virtual attendance service can see or hear the virtual attendance service.
3. If parental or other third-party involvement in a virtual attendance service is necessary to enable a student to participate, the individual assisting the student shall not re-disclose any personally identifiable information about any student involved in the virtual attendance activity.
4. If the parent's electronic equipment malfunctions in any way, the planned virtual attendance services will continue as scheduled.
5. The parties agree that these guidelines and expectations do not apply to the video- or audio-taping of any course material by teachers that have been or may be made available to students from time to time.

David Reinbold,  
Administrative Director, CCTI