

**ADAPTED LEARNING INSTRUCTION
INFORMATION FOR PARENTS/GUARDIAN
Live Audio-Video Conferencing Services
Effective April 6 to June 30, 2020**

Dear Parents/Guardians:

The purpose of this letter is to inform parents and guardians of options for providing live instruction to your student(s) from our staff.

ALL STUDENTS

For Lincoln County School District #2 students the use of interactive audio and video conferencing may be used as options to provide Adapted Learning Instruction while schools are closed for the COVID-19 pandemic.

Phone meetings, if applicable, may also be used as a method of communication for the purpose of instruction with the student and parent.

Lincoln County School District #2 will use Zoom¹ video platform for live interaction between staff and students. Instructional staff have been provided guidelines and expectations to follow regarding sound practices of live conferencing for the safety and welfare of all participants. Zoom licences have been provided to all Wyoming school districts for this purpose.

Zoom is a HIPAA-compliant, web-based interface which allows teachers, related-service providers, instructional aides, and students to meet without being in the same physical location. The interactive electronic system used with Zoom incorporates network and software security protocols (encryption) to protect the confidentiality of student information.

Zoom, as part of the program, may collect certain personal information from the users. Lincoln County School District No. 2 cannot control nor prohibit Zoom from collecting this limited information. The limited personal information collected by Zoom is identified at <https://zoom.us/docs/en-us/children's-privacy.html>. Lincoln County School District No. 2 may collect limited data during the video conferencing sessions, specifically, recordings of the video conference session and recordings and copies of the chat feature. Any recordings and data will be stored at a secure electronic location for a limited period of time.

PARENTS/GUARDIANS: PLEASE READ THIS OPT-OUT OPTION

Should you choose to opt-out of instruction using audio-video conferencing, please contact your child's principal by phone or email. Principals will respond within one business day.

¹ Other video platforms maybe identified for use in addition to Zoom and approved by District Administration

STUDENTS SERVED BY THE INDIVIDUALS with DISABILITIES EDUCATION ACT

In addition to the above, special education services provided using video conferencing may be recorded to monitor student progress, guide counseling approaches, and as an arrangement of protection for all parties. Although sessions will typically be scheduled by the teacher or provider, an alternative plan may be necessary (e.g., phone number where a guardian may be reached) to reschedule a session or change the system of delivery (e.g., phone call) in the event of technical problems.

Special education services may be provided using video conferencing based on the services indicated on your child's Individualized Education Program (IEP). These services may include the following:

- **Specialized Academic Instruction:** This may include adapting academic content, direct instruction, tutoring, resource sharing, and other approaches which may be delivered via video conferencing.
- **Speech-Language Pathology:** These services may include compensatory speech, language, and communication therapy which is appropriate for video conferencing sessions. Instructional videos and the sharing of resources relative to speech-language therapy may also be provided.
- **Counseling:** This may include individual, group counseling, and mediation to assist students with academic, social, personal, and career development.
- **Occupational Therapy:** Due to the constraints of not being able to access the educational environment and students in person at this time, these services may include the sharing of instructional videos, resources, online coaching, and appropriate exercise or practice plans.
- **Physical Therapy:** Similar to occupational therapy, these services may be limited to the sharing of instructional videos, online coaching, and the sharing of resources.

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