



Video Conferencing Considerations

A digital version of this document can be found at <http://bit.ly/OSDE-VideoConference>.

Due to the transition to distance learning, many schools are using video conferencing as a way to meet virtually with staff members and students. While the Oklahoma State Department of Education does not endorse the use of specific tools, we feel it is crucial to provide guidance for schools that choose to incorporate video conferencing tools into their digital toolbox. The guidance in the [Special Education Virtual Meeting](#) document could also apply to online meetings with any caregiver as conferences are conducted online.

Family Educational Rights and Privacy Act (FERPA) & Children's Online Privacy Protection Rule (COPPA)

It is critical that schools are aware of the possibility of student data being shared through whatever Video Conference platform schools may choose. Both Google Meet and Zoom have provided information about how their platforms comply with federal requirements.

- [Google Meet and FERPA Compliance](#)
- [Zoom and FERPA Compliance, COPPA Information](#)
- Additionally, please review your local Internet Safety Policy, as required by [federal law](#), as you begin utilizing Internet solutions as part of your district's Distance Learning Plan.

General Usage Guidelines

- Set [expectations for students](#) prior to the first virtual meeting.
- Have a designated, adult moderator (another school employee or a parent) for each meeting. This allows someone to monitor the chat feature, ensures all questions are answered, and helps minimize any potential liability issues.
- Meetings should be recorded.
 - Recording allows students who are unable to attend a meeting at the scheduled time the opportunity to watch a meeting later.
 - It also is a protective step for teachers. If students or parents feel uncomfortable with the information shared or something questionable occurs during the meeting, it is possible to use the recording for liability purposes.



- These recordings may be posted in a learning management system, within Google Classroom, or sent out in emails to allow access at a later time.
- The teacher should be the first person in the meeting space and last to leave, so students are not alone without supervision in virtual spaces.
- Teachers should save notes or chats from the meeting.
- Open meetings to groups of two or more students only and not to individual students.
- Make sure all virtual meetings meet the [ADA compliance rules](#) needed for your students.

For specific guidance related to **Special Education** and **English Language Learner** instruction, visit [Special Education](#) and [English Language Learners](#).

Considerations for Universal Design can be made to ensure all activities are accessible for all learners. Learn more about [Universal Design for Learning](#).

Concerns and Liability

Though both platforms meet FERPA guidelines, meetings online have been interrupted by outsiders. Some of the invaders have been profane, saying or writing inappropriate or racist comments. School districts and teachers can take steps, as outlined above in General Use Guidelines, to protect students and ensure they are not liable for possible interruptions.

Google Meet & Zoom

Two of the most popular video conferencing tools being used by educators are Google Meet and Zoom. Both work well for video conferencing with students. A [comparison](#) document is available for you to distinguish the differences between the two platforms.

Specific information for both tools is provided in additional documents.

- [Google Meet Information](#)
- [Zoom Information](#)