



# PEMBERTON TOWNSHIP SCHOOLS

*JEFFREY HAVERS*  
*Superintendent*

Dear Parents/Guardians:

The District takes the privacy of student information seriously and complies with state and federal laws regarding privacy of student information, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the New Jersey Pupil Records Act (NJPR).

During the COVID-19 school closures the District is using technology and software applications provided by a third party that students, parents/guardians and/or staff access via the internet for purposes of instruction, assessment, and communication (“online educational services”). These programs will allow not only for the teaching staff to provide online lessons, but also for teaching staff and students to engage in live online classroom discussions via a video or audio conference. The District is utilizing this technology to provide your child the best access to their classroom and teachers during this unprecedented extended period of school closings.

In order to maximize the District’s utilization of technology, to go beyond providing lessons to each individual student, the District has moved forward with providing students access to a virtual classroom, wherein lessons will be delivered via a live video stream to your child’s entire class, group or individual instruction. The District requests your passive consent for your child’s participation in whole-class, group or one on one instruction through live video conferencing. In addition, instruction may be recorded while your child is participating for the purpose of posting the instructional video for student review. This consent will allow your student to participate in the District’s Online Educational Services platform to access whole-class, group or individual instruction through a live stream video, in which the other students in your child’s class or group will also be participating on in their homes.

The third-party software and applications used by the District employ privacy settings so that the data shared over the applications is protected. Thus, the District has ensured that your child’s data as shared over these programs are safe and secure, to the extent that the third party provider guarantees data security.

Additionally, the District actively monitors student activity on the District’s Online Educational Services and makes every effort to protect student information by, among other things, maintaining control of, and access to, the data collected; prohibiting re-disclosure of student information; limiting the purposes for which Online Service Providers may use student information; ensuring there is no advertising and that no student information is collected for commercial purposes. Further, all student use of the Internet must comply with the District’s established Acceptable Use Policy which is available on our District website as well as in our student/parent handbook.

It should be noted however, that there are limitations on the District's ability to monitor everything that is seen or heard in a student's home, as there may be other individuals in the home or place of instruction while each student is participating. Therefore, the District must rely on parents and guardians to assist the District, in its efforts to provide the best possible instruction during this period of closure, by taking reasonable measures to protect the privacy rights of all students. By participating in live stream instruction, you agree to ensure privacy and appropriateness of the virtual learning by doing the following:

- **designate an appropriate place in the home with no inappropriate objects in background;**
- **require your child wear appropriate clothing commensurate with BOE Policy relating to dress code**
- **insure all communication and language is appropriate**
- **limit/bar family members or housemates from intruding in the live instruction**

If you wish to "opt out" of live stream instruction, option, please contact your building principal directly. Be mindful if you choose to "opt out", your child will no longer be able to participate on live stream video for instruction.

For clarification or questions, please contact your school administrator.