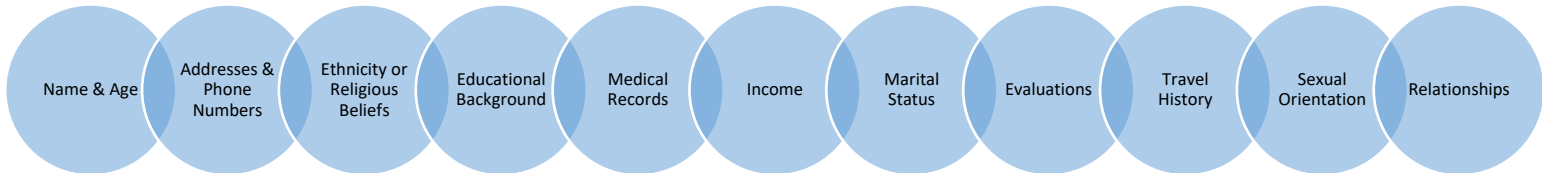


Privacy Guidelines for Working at Home

When considering the safety and well-being of our students and staff we must respect their right to privacy. Working from home presents new challenges for employees to ensure personal information is not shared inadvertently.

Personal Information can be considered



In addition to regular Administrative Procedures concerning privacy, below are several privacy safeguards that should be taken. ***These are phrased in questions with the intent that you ensure safeguards are put into place to address the potential privacy breaches*** that could occur in each question.

Laptops

- When you leave your device, do you ensure that you close the screen so unauthorized users cannot access your accounts?
- Is your log-in information stored or are you able to automatically open your computer and be logged in?



Email/Software Accounts

- Are you logging out of your email when you are away from your computer?
- Do you have your password stored so that your email/accounts open automatically?
- Do notifications pop into your screen?



Zoom

- What can be seen or heard in your background when you are live streaming?
- What can be seen or heard in your student's background when you are live streaming?
- Is it necessary to record lessons when students are in view of the lesson being recorded? What would happen if your session was recorded and a privacy breach occurred within the video?
- Are you aware that the chats are logged?
- Can you control who enters your Zoom sessions? Do you have a waiting room set up?



Conversations

- Who can hear your conversations you have with students, families, colleagues, supervisors?
- Are parents/guardians aware of any one-to-one sessions you are having with your students? Why can't the parent be invited to attend alongside?
- Do you have set parameters around the times you should be interacting with students in an online environment?

