

## Guidance for Synchronous Instruction at MiraCosta College to Protect Student Privacy

Fall 2020

v11Dec20

### Preamble

This document represents the collaborative work by a team of MiraCostans with expertise and responsibilities around online teaching and learning and student privacy. The goal of this document is to provide guidance on effective ways to host instructional lectures and learning activities, including office hours and study sessions, that do not create student privacy concerns.

### Student Privacy

Issues around student privacy are most commonly in reference to the Family Educational Rights and Privacy Act (FERPA) but they are also inclusive of the California Constitution and other state and federal privacy and civil rights laws. FERPA, in the context of this guidance, protects student privacy by limiting the disclosure of personally identifiable information from education records. A brief definition of personally identifiable information is any data or information (including a name), which would allow a reasonable person to identify the student with reasonable certainty. You can [learn more about FERPA](#) from our own website.

### Effective Practices for Synchronous Instructional Activities

The practices are grouped around the possible scenarios in delivering an instructional lecture or activity. In all cases, there must be a general awareness to not openly disclose personally identifiable information of a student (e.g. a grade or other confidences) to anyone other than that student whether it's recorded or not.

Two key distinguishing characteristics are whether the session is recorded and whether students within a single section or across multiple sections of a course will have access. **Single section attendance**

**Scenario  
#1**

Conduct a **required** or **optional** synchronous lecture or learning activity and **record it** to share only with students enrolled in the **same section**.

How to do this:








- a. Follow these [general instructions for using Zoom](#) in your Canvas course

Recorded

Privacy concerns:

- a. Maintain the recording in an access-controlled ~~same section~~ **same section**

Single  
Section

<p><b>Scenario #4</b></p>  <p>Not Recorded</p>  <p>Multi Section</p>	<p>Conduct an <b>optional</b> synchronous lecture or learning activity <b>without recording</b> for students enrolled across <b>multiple sections</b> of the same course.</p> <p>How to do this:</p> <ol style="list-style-type: none"> <li>Students must be notified that the activity is open attendance and given the choice for anonymity (i.e. screen name and video).</li> <li>Follow these <a href="#">general instructions for using Zoom</a> in your Canvas course</li> <li>Ensure students not able to attend are not disadvantaged. This could be recorded by following the guidance in (2).</li> </ol> <p>Privacy concerns:</p> <ol style="list-style-type: none"> <li>Since it is not required, students can choose to not participate and those that do participate can do so anonymously.</li> </ol>
<p><b>Scenario #5</b></p>  <p>Not Recorded</p>  <p>Single Section</p>	<p>Conduct a <b>required</b> synchronous lecture or learning activity <b>without recording</b> for students enrolled in the <b>same section</b>.</p> <p>We encourage you to record required instructional activities while the pandemic is active given the shifting landscape of student lives. Please see Scenario #1.</p>
<p><b>Scenario #6</b></p>  <p>Not Recorded</p>  <p>Multi Section</p>	<p>Conduct a <b>required</b> synchronous lecture or learning activity <b>without recording</b> for students enrolled across <b>multiple sections</b> of the same course.</p> <p>This can only be done for stacked sections.</p> <p>We encourage you to record required instructional activities while the pandemic is active given the shifting landscape of student lives. Please see Scenario #2.</p>
	<p>Other ideas not captured here? Get in touch with your dean or area manager to come up with a plan to address your situation.</p>