FAQ for Classroom Teams: video conferencing and video streaming

The adoption of Classroom Teams for teacher and student use is a significant addition to the district's plan for remote learning. This step ensures that staff and students have a safe and secure tool for learning. But its use requires training and thoughtful planning on the part of staff. Please read through the FAQ and take the district training on Classroom Teams. If you still have questions on Teams, you can access information on the KIT. The links to KIT materials can be found in the district's Classroom Teams training materials.

[Microsoft Classroom Teams Best Practices](#)

1. **Why is the district opting to use Teams as a video conferencing platform (instead of Zoom for example)?**
   We cannot use Zoom because students' laptops would all have to be manually reimagined.

2. **Can students download the Teams app to their phone or personal computer, allowing them to video chat or steam from a personal device?**
   Teams can be downloaded on many types of devices. Once logged in, the student will be within the LWSD environment.

3. **Do I need to notify my principal once I've completed the Classroom Teams training in Cornerstone?**
   You are not required to notify your principal once completed because completion will be documented within Cornerstone.

4. **Do I need to take the Classroom Teams training if I'm not planning on using video conferencing or video streaming?**
   Yes, all staff need to complete Classroom Teams training as part of the strategic implementation of Microsoft Teams. It is recommended that, if a teacher is not going to use video conferencing or video streaming with families that students and families know how instruction and communication/connections will occur. You need to complete the training by June 1.

5. **What features are turned on/off in Classroom Teams?**
   Please participate in the District developed training to become familiar with the features in Classroom Teams.

6. **Will students/parents need training on how to use Classroom Teams?**
   - The District developed training explains how students can access Classroom Teams on their computer. Teachers will need to share this access information with students. Students sign in with their Office365 account.
   - Students/parents may need some help learning Classroom Teams. Teachers can be a resource and students/families may need extra support in the first few weeks of using Classroom Teams. Patience will be key.
   - The district sent a notification to families about the adoption of Classroom Teams. They will be sending families more information on the district's remote learning program the week of April 20. Your principal should be sharing with staff the district's communication to families this week.
   - On the district's home page, technology support for families is on the pop-up notification and is on the "learning resources" page.
     - Tech support access for students: **For student laptop, technology and password questions** ftaccess@lwsd.org or 425-936-1322, 7 a.m. - 4:30 p.m., Monday – Friday

5/15/2020

- o Tech support for parents: **For parent access to district tools** parentquestions@lwsd.org

7. **Can I video conference with students?**
The district's required Classroom Teams training has guidance for student/teacher interactions via video conference. Teachers may video conference with individual and groups of students using Classroom Teams **only after completing the District-developed Classroom Teams training in Cornerstone**.
- Staff must complete the training by June 1, even if they are not planning on using Classroom Teams with students. Our shared interest with the district is always student and staff safety.

8. **Am I required to provide "live" instruction to my classes?**
No, teachers are not required to provide "live" instruction during remote learning.
- The district has implemented an asynchronous instructional model that allows for maximum flexibility for staff and students/families. Therefore, we are not implementing a firm schedule of required class meeting times.
- **Teachers should NOT require students to "attend" or report to a live video instructional session.**
- The Classroom Teams training provides guidance on how to use the live video feature of Teams. Live video instruction on Teams is an option for teachers and students. but should not be used as a required component of a class

9. **What are our obligations if we see or hear things that trigger intervention (threats to self/others, bruises/injuries, paraphernalia for drugs or other illegal activities, etc.) in videos/pictures submitted by students or during video conferencing with students/families? Same obligations to contact counseling/admin to trigger CPS/counseling, etc.?**
As a certificated educator, you are required to report instances of Harassment, Intimidation, Bullying, or any type of abuse or harm. Additionally, if you suspect abuse or neglect of a child you are required by policy and law to report this to CPS and law enforcement. Please email your supervisor if you see or hear anything that makes you believe a student may be in danger or harm's way. If you are able to capture the concerning information or image that will help your administrator conduct an appropriate investigation.

10. **Are conversations that occur over video conferencing confidential? How are students notified that their conversation is being recorded or captured?**
Please participate in the District developed training to become familiar with privacy guidelines for staff and students using Classroom Teams. Conversations held via video conference are not confidential. Additionally, video conferences CANNOT be recorded or filmed in Teams. Data from video meetings is captured on the district server. Remember, this is a public platform which could be subject to a public records request.

11. **I'm an edTPA and need to video tape instruction. What are my options?**
edTPA candidates will be permitted to use video recording on Teams only if they use and follow procedures for release forms and have taken the Classroom Teams training.

12. **Has the AUP for students changed? Does it need to be re-signed by students?**
The AUP for students has not changed and there is no additional action required in order to hold students accountable for appropriate use of district devices, network, or environment.

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