# **Recording Online Instruction in Howard County Public Schools**

HCPSS has established the following policy for recording virtual instruction for university assignments, including edTPA.

## **Student Release Forms**

All students who in your lesson need to have a student release form from their parent/guardian signed prior to recording.  We recommend using this email *(\*see template below)* and Google Form *(\*see link below)* to collect parent permission via electronic signature.  Often a personal phone call by the mentor teacher to discuss and alleviate any parent concerns can be helpful for those who do not initially respond to the Google Form. Please follow the procedures on the following page.

## **Recording Your Lesson**

We will not be allowing interns/student teachers to video or screencast your Google Meet sessions where students and their names can be seen. We have come up with some possible solutions that are approved for interns/student teachers to use to get the data you need for edTPA.  Here are three approved ways for you to get recordings of your lessons for edTPA (or any other university assignment that requires recording).

* You can use a phone or other device to video yourself teaching during a virtual lesson.  You need to ensure the only thing in the video is **you** teaching during the session.  This will also capture audio of the learning session so please be sure you only use students’ first names.
* You are allowed to create an **audio only** recording of the session.  Again, be sure not to use any last names during the session.
* You can use WeVideo or other video recording tools and use the webcam in your computer to video yourself teaching the lesson.  This is similar to the first option but you are using the camera in your computer to record the session which will probably have better sound quality.  Again, you are only video recording yourself teaching during the session.   It will capture students' voices but not their faces or names in the Google Meet session.  Remember, only use students' first names during the learning session.

 Here are a few best practices to keep in mind when conducting a screen recording of a live lesson:

1. **Notify students that the lesson will be recorded. -** This may include a brief explanation of why you are recording as appropriate based on the age of your students.
2. **You will need to plan for students who do not have permission to be recorded.** - Some families may not want their child’s voice to be recorded.  However, these students should receive the same lesson and level of instruction as those who are recorded.  To achieve this, you may hold a separate session for each group or you could create two separate breakout groups with the help of your mentor teacher.
3. **You are the only one who can be seen in these videos and your students should only be heard in all videos.**

## **Steps for Securing Permission to Record**

### **Part 1: Make a copy of the following Google Form.**

1. Make sure you are logged into your HCPSS or TU Google account. Select the link below, then select **Make a copy**.

<https://docs.google.com/forms/d/1ad6hB4qJiAZFtb0FAgCCMr8pC901AvMNYUP2kml5cbE/copy>

1. Select the **Send** button in the upper right corner.
2. Next to **Send via**, select the link icon.



1. Copy the link provided. (You can select Shorten URL if you wish.)

### **Part 2: Use the email template below to contact families.**

1. Make the following updates before sending the email:

* In the final paragraph of your email, link **your copy** of the Google Form. (Add the link to the highlighted text in the email template.)
* Replace [name] with your name.

Do not change **any** of the language in this email.

1. Interns must copy the mentor teacher on the email when sending this form to families.

#### **Email Template**

Howard County Public Schools and the College of Education at Towson University (TU) collaborate to provide professional education programs to prepare beginning teachers. As a teacher candidate in the TU Educator Preparation Program, I am required to make photos or digital recordings of lessons taught in your child’s online class. These artifacts provide evidence of my teaching and become part of my professional teaching portfolio, which is required for Maryland teacher certification. The photos or recordings will only involve the teacher candidate; the primary focus is on instruction, not on the students in the class. In the course of recording, your child's voice may be recorded, but there will be no images or video of your student during these recordings.

This program also requires submission of samples of student work as evidence of my teaching practice, and those samples may include some of your child’s work. If you provide your consent to share samples of your student’s work, I will make sure to redact any personally identifiable information so that no student names will appear on any submitted material.

In addition, please know that the College of Education at TU may use the photos or digital recordings and samples of your child’s classroom materials for up to four years to support professional development and program assessment and evaluation purposes. Recordings and work samples will not be made public in any way. They will only be reviewed by TU faculty, TU teacher candidates, and trained edTPA scorers.

TU faculty and I have been trained in the proper and fair use and retention of these materials. The linked Google Form will be used to document your permission to use your child’s recordings and/or materials in these activities.

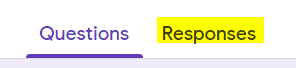
Sincerely,

[name]

TU Teacher Intern

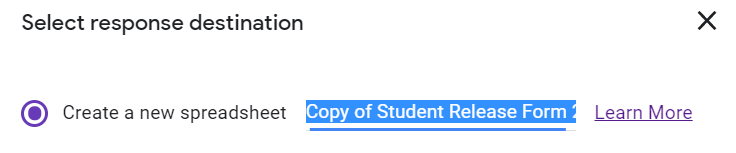
### **Part 3: Collect your responses.**

1. Locate your copy of the permission form in Google Drive. Make sure you are looking at the editable version, not the link you sent to families. (The URL will end with */edit*.)
2. Select the Responses tab at the top of the screen.



1. Select the spreadsheet icon to view all responses in a Google Sheet.



1. Select **Create a new spreadsheet** and add your name to the name of the file.
2. Share the spreadsheet with your **mentor teacher** so that they can access families’ responses.
3. When you have received all responses, you will need to submit the spreadsheet to your **university supervisor**. (TU needs to keep a record of all video permission forms.)

## **Appendix**

If you wish to view the original Google Docs provided by Howard County Public Schools regarding recording procedures, please view the following links. (All of the information at the following links has been included in this document.)

* [edTPA Recording Procedures 2020-2021](https://docs.google.com/document/d/1PjxCs9gtvrAhX19bXKoiIuj1sos9L_8Dq64pDhyu9S0/edit)
* [Videotaping Email Template](https://docs.google.com/document/d/1qXoBSTHySXTddcT873zOTGwGpOWXQaPtu28G4tYSUb0/edit)
* [Google Form Template](https://docs.google.com/forms/d/e/1FAIpQLScvnUdUErYBhW9TyueWCvs55g0qF3v6qOx-DMsqKr9JDnD8vw/viewform)